



PORTERVILLE DEVELOPMENTAL CENTER

JOB OPPORTUNITY BULLETIN

HEALTH AND SAFETY OFFICER

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| SALARY RANGE: | \$4,832 - \$6,004 |
| TENURE/TIME BASE: | Permanent/Full-Time |
| PROGRAM/DEPARTMENT: | Human Resources/Health & Safety |
| FINAL FILING DATE: | August 26, 2015 |

DESCRIPTION OF DUTIES: Responsible for the overall coordination and implementation of all phases of facility Safety Program.

WHO IS ELIGIBLE TO APPLY: Candidates must possess Civil Service Eligibility to apply for this vacancy. Civil Service Eligibility consists of being a current or former California state employee (i.e. DROA, SROA, departmental and general re-employment list procedures, or employee transfer) or be list eligible as a result of taking an examination.

HOW TO APPLY: Submit a completed standard state application (STD. 678), Statement of Qualifications, and the Criminal Record Supplemental Questionnaire by the Final Filing Date. **The Statement of Qualifications must address the following: Describe in detail your experience, educational background, and qualifications for this position. Response must be complete, clear, concise and specific to your experience with the following tasks: 1. Experience planning, organizing, monitoring, evaluating and administering injury prevention programs. 2. Experience implementing programs of managing hazardous materials. 3. Experience implementing an Injured Worker Program. 4. Experience in Health and Safety Standards compliance. 5. Experience providing Health and Safety training. Applications will be reviewed and only most qualified will be interviewed. If your qualifications are competitive you will be invited to come in for an on-site interview. When completing the SOQ, please include all relevant experience, education, training, and explain your answers thoroughly. A notation or reference to other materials such as resumes or the applications will not be considered. Incomplete or missing responses to the information requested may negatively impact the assessment of your qualifications. Responses should be no longer than a total of two pages, single spaced, with 11 pt. font and 1 inch margins.** Applications submitted for vacancies must include the Position Title and Position Number in the Job Title Section and **MUST** be signed and dated. Applicants should indicate on their application the type of eligibility they currently possess and which qualifies them to apply at this time. Please indicate your eligibility on the title section of the STD-678. Candidates who do not submit all of the required documents will not be considered in the selection process. Surplus applicants must attach a copy of their surplus letter. All applications will be screened and only the most qualified will be contacted for an interview. Applications may be obtained from the Human Resources Personnel Office at the Porterville Developmental Center or completed and downloaded from the website indicated below. NOTE: All appointments are subject to State Restriction of Appointment (SROA), Departmental Restriction of Appointment (DROA), and Re-employment List procedures, pre-employment physical and fingerprint clearances. Further Information on the definition of the above may be found on the California State Department of Human Resources website at www.calhr.ca.gov.

Applications must be received to the address specified below no later than close of business (5:00 p.m.) of the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be processed. Faxed applications will not be processed.

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD-678) TO THE FOLLOWING:

Porterville Developmental Center
 Human Resources Personnel Examination and Recruitment
 P.O. Box 2000
 Porterville, CA. 93258
 26501 Ave. 140
 Porterville, CA. 93257
 (559)782-2322 or (559)782-2087 (Contact Cecelia Goucher or Amanda Avila for questions specific to the essential functions of the position only).

PORTERVILLE Developmental Center is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.